



# Model Curriculum

**QP Name: Vermicompost Producer (Small Unit)**

**QP Code: AGR/Q1209**

**QP Version: 1.0**

**NSQF Level: 2**

**Model Curriculum Version: 1.0**

Agriculture Skill Council of India || Unit No. 101, First Floor, Greenwoods Plaza,  
Block 'B', Greenwoods City, Sector 45, Gurugram -122009, Haryana.

# Table of Contents

Training Parameters.....	3
Program Overview .....	4
Training Outcomes.....	4
Compulsory Modules .....	4
Module 1: Introduction to the role of a Small Vermicompost Producer.....	6
Module 2: Identification and selection of appropriate site for preparation of vermicompost bed.....	7
Module 4: Harvesting of vermicompost .....	11
Module 5: Employability Skills (30 hours).....	13
Annexure.....	15
Trainer Requirements .....	15
Assessment Strategy.....	17
References .....	22
Glossary.....	22
Acronyms and Abbreviations.....	23

## Training Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6129.9900
Minimum Educational Qualification and Experience	No formal education
Pre-Requisite License or Training	NA
Minimum Job Entry Age	NA
Last Reviewed On	29/09/2023
Next Review Date	29/09/2026
NSQC Approval Date	29/09/2023
QP Version	1.0
Model Curriculum Creation Date	27/10/2023
Model Curriculum Valid Up to Date	29/09/2026
Model Curriculum Version	1.0
Minimum Duration of the Course	210 Hours
Maximum Duration of the Course	210 Hours

## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Identify and arrange resources/ inputs for vermicompost unit: correct species of earthworm, site location for vermibed etc.
- Undertake good quality vermicompost production using appropriate techniques: preparation of vermibed, ensure proper environmental conditions, control predators, harvest vermicompost, vermiwash and earthworms

### Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>AGR/N1232: Identify appropriate site and prepare bed for vermicompost</b> NOS Version-1.0 NSQF Level- 2	30:00	30:00	0:00	0:00	60:00
<b>Bridge Module</b> Module 1: Introduction to the role of a Vermicompost Producer (Small Unit)	05:00	00:00	0:00	0:00	05:00
Module 2: Identification and selection of appropriate site for preparation of vermicompost bed	25:00	30:00	0:00	0:00	55:00
<b>AGR/N1233: Inoculate earthworms in prepared unit and manage the vermicompost process</b> NOS Version-1.0 NSQF Level- 2	20:00	40:00	0:00	0:00	60:00
Module 3: Inoculation of earthworms and management of vermicomposting process	20:00	40:00	0:00	0:00	60:00
<b>AGR/N1234: Harvest vermicompost using approved procedures</b> NOS Version-1.0 NSQF Level- 2	20:00	40:00	0:00	0:00	60:00

Module 4: Harvesting of vermicompost	20:00	40:00	0:00	0:00	60:00
<b>DGT/VSQ/N0101:</b> <b>Employability Skills (30 Hours)</b> <b>NOS Version-1.0</b> <b>NSQF Level-2</b>	<b>30:00</b>	<b>0:00</b>	<b>0:00</b>	<b>0:00</b>	<b>30:00</b>
Module 5: Employability Skills (30Hrs)	30:00	0:00	0:00	0:00	30:00
<b>Total Duration</b>	<b>100:00</b>	<b>110:00</b>	<b>0:00</b>	<b>0:00</b>	<b>210:00</b>

## Module Details

### Module 1: Introduction to the role of a Vermicompost Producer (Small Unit)

*Bridge Module, Mapped to NOS AGR/N1232 v1.0*

#### Terminal Outcomes:

- Discuss the role and responsibilities of a Vermicompost Producer (Small Unit)
- Explain benefits of vermicompost

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the size and scope of the agriculture industry and its sub-sectors where vermicompost is used</li> <li>• Explain the scope and importance of organic farming in India and market demand for vermicompost</li> <li>• Explain the roles and responsibilities of a Vermicompost Producer (Small Unit)</li> <li>• and their career progression</li> <li>• Discuss agriculture/agro-industrial organic wastes used for vermicomposting</li> <li>• Discuss about type of earthworm used for vermicomposting and their multiplication methods</li> <li>• Discuss terms related to vermicomposting like vermiculture and vermotechnology</li> <li>• Explain occupational health &amp; safety requirement relevant to work</li> </ul>	
<b>Classroom Aids:</b>	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 2: Identification and selection of appropriate site for preparation of vermicompost bed

*Mapped to NOS AGR/N1232 v1.0*

### Terminal Outcomes:

- Identification of appropriate site for vermicompost bed preparation
- Construction of vermicompost bed

Duration: 25:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss requirements for vermicomposting as per standard like-Basic raw material source and their procurement, Selection of suitable earthworm, Starter, Site selection, containers for vermicompost production, thatched roof/vermished etc.</li> <li>• List various factors affecting site selection for vercomposting</li> <li>• Explain different types of vermicomposting methods and how to select and apply based on factors like availability of land; agro-climatic condition; budget; type of soil; availability of water, labour etc.</li> <li>• Describe the tools and materials used in making vermicompost unit</li> <li>• Discuss various types of vermibeds along with their specifications and their preparation techniques</li> <li>• List different types of organic wastes obtained from various sources and their uses in vermicompost preparation</li> <li>• List different types of materials used to make vermibeds</li> <li>• Explain how to identify reliable source of appropriate type of organic waste for getting continuous supply</li> <li>• Explain benefits of vermicompost and vermiwash in enhancing the soil properties</li> <li>• Explain relevant legislation, standards, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Show key consideration while identifying appropriate site for construction of Vermicompost unit as per approved procedures</li> <li>• Demonstrate construction and preparation of vermicompost unit and vermibed as per the specifications</li> <li>• Identify the source of appropriate type of organic wastes</li> <li>• Apply proper coverage and appropriate moisture level</li> <li>• Provide correct, safe and accurate instructions to workers for any construction work and follow the same where contributing to construction</li> <li>• Comply with the occupational health and safety requirements relevant to work</li> <li>• identify reliable source(s) to ensure continuous supply of food material/organic waste required as feeds for vermes/earthworm</li> <li>• Segregate and dispose waste as per SOP</li> <li>• Demonstrate the use of PPE and safety equipment</li> <li>• Demonstrate various practices to optimise the usage of various resources such as water and electricity.</li> <li>• Demonstrate the process of recycling and disposing different types of</li> </ul>

<p>at work</p> <ul style="list-style-type: none"> <li>• Explain the importance of health and safety requirements at workplace</li> <li>• Explain importance of maintaining correct proportion of substrates and time required for decomposition in a composting unit.</li> </ul>	<p>waste appropriately as per SOP.</p>
<b>Classroom Aids:</b>	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
<b>Tools, Equipment and Other Requirements</b>	
Gunny Bag, Plastic Sheet, Shovels, Spades, Crowbars, Iron Baskets, Dung Fork, Buckets, Bamboo Baskets, Trowel, Plumbing and Fitting Tools, Power Operated Shredder, Sieving Machine with Wire Mesh Sieves, Culture Trays (Plastic), Wheel Barrows, Water Pumps with Pipe/ Dripper	



## Module 3: Inoculation of earthworms and management of vermicomposting process

Mapped to NOS AGR/N1233 v1.0

### Terminal Outcomes:

- Demonstrate process of inoculation of appropriate species of earthworms in vermicompost pit
- Explain role of earthworm in vermicomposting
- Explain preparation of feed and the management of vermicomposting unit
- Show various control measures for predator attacks

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• List and discuss different type of earthworms which are used for vermicomposting and their procurement from reliable sources in appropriate conditions</li> <li>• Explain morphology and anatomy of earthworm and identification of suitable variety of earthworm by their characteristics for vermicomposting</li> <li>• Explain favourable conditions for earth worm culture in the composting material</li> <li>• List the species of earthworms yielding high quality Vermicompost</li> <li>• List earthworm species wise optimal time required for feeding on decomposed materials for vermicomposting</li> <li>• Describe method of preparation ,collection and storage of vermiwash and their use</li> <li>• Discuss Nutrient content of Vermicompost and vermiwash</li> <li>• Explain application of vermicompost for different crops and advantages of vermicompost over other kinds of composts</li> <li>• Explain soil health improvement and crop productivity enhancement by application of vermicompost and vermiwash</li> <li>• Discuss techniques of earthworm inoculations, feed management and watering methods</li> <li>• Explain characteristics and quality parameters of various organic wastes used in the vermicompost</li> <li>• List the range of tools and materials used in</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate method of determination and computation of qualitative and quantitative requirements and the cost of earthworm for vermicomposting</li> <li>• Demonstrate Identification of correct species of earthworm and maintaining the conducive environment for their growth and carrying out composting</li> <li>• Show appropriateness of decomposition state of organic waste for introducing earthworm</li> <li>• Demonstrate process of inoculation of earthworm and maintaining optimal conditions as per standard</li> <li>• Show necessary pre-requisites and key consideration before inoculation of earthworm</li> <li>• Demonstrate proper methods of covering Vermicompost heap by appropriate materials and suitable measures to protect the vermicomposting unit against adverse weather conditions</li> <li>• Demonstrate correct methods of raw organic materials collection, maintenance, drying and storage</li> <li>• Show calculation of correct ratio of raw materials for vermicomposting requirements</li> <li>• Prepare feed and manage &amp; maintain vermicomposting unit</li> </ul>

<p>inoculation of earthworms and management of feeds and protection from preys</p> <ul style="list-style-type: none"> <li>• Explain importance of maintaining optimum condition in vermicompost unit/heap</li> <li>• List the Equipments to monitor the aeration, temperature and moisture in the site</li> <li>• Discuss control measures for the different types of predators that prey on earthworms</li> <li>• Discuss appropriate pest control management in Vermicompost unit</li> <li>• Explain relevant legislation, standards, policies, and procedures at work</li> <li>• Explain the importance of health and safety requirements during the work process</li> <li>• Explain about “Sour Crop” and its management Practices</li> </ul>	<p>optimally</p> <ul style="list-style-type: none"> <li>• Show how does earthworm facilitate vermicomposting</li> <li>• Demonstrate methods of maintaining moisture and aeration in the vermibed</li> <li>• Demonstrate various measures to control predator and pest attacks and methods of applications of permissible and appropriate pesticides as per standard</li> <li>• Demonstrate harvesting of vermiwash on time</li> </ul>
<b>Classroom Aids:</b>	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
<b>Tools, Equipment and Other Requirements</b>	
Earthworms, Plastic Sheet, Shovels, Spades, Crowbars, Iron Baskets, Dung Fork, Buckets, Bamboo Baskets, Trowel, Power Operated Shredder, Sieving Machine with Wire Mesh Sieves, Culture Trays (Plastic), Water Pumps with Pipe/ Dripper	

## Module 4: Harvesting of vermicompost

*Mapped to NOS AGR/N1234 v1.0*

### Terminal Outcomes:

- Identify the harvesting stage of vermicompost
- Harvest the vermicompost with suitable method

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• List range of tools and materials used in harvesting of vermicompost and earthworms</li> <li>• Explain different techniques used to harvest vermicompost based on the type of composting method used</li> <li>• Discuss methods of earthworm harvesting</li> <li>• Discuss phases of vermicomposting and necessary precautions to be taken during these phases</li> <li>• Discuss commonly faced problem in vermicomposting</li> <li>• Explain procedure of collection and storing and packing of vermicompost</li> <li>• Explain procedures to process and pack vermicompost in appropriate materials</li> <li>• Explain the quality parameter of Vermicompost pot harvest</li> <li>• Explain the feed requirements of the earthworms to continue compost cycle after harvesting</li> <li>• Discuss principle of Vermiwash preparation and their method of application</li> <li>• Explain relevant legislation, standards, policies, and procedures at work</li> <li>• Explain the importance of health and safety requirements and use of personal protective equipment in operationalization of vermicopost unit</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to assess the maturity of vermicompost and harvesting</li> <li>• Show harvesting of mature vermicompost at appropriate stage using appropriate methods viz. tub method, container etc.</li> <li>• Demonstrate how to collect and store the vermicompost in a shady place</li> <li>• Show how to harvest earthworms by appropriate technique- trapping method, sieving method, manual method, self-harvesting method etc.</li> <li>• Show segregation of the vermiculture collected into cocoons, juveniles, adults etc.</li> <li>• Collect worms in containers, weigh, sort, grade, transfer in ready bed or prepare for sale</li> <li>• Recycle the process by refilling the bed with required materials in appropriate quantity</li> <li>• Demonstrate packing of the compost in bags or containers made of suitable materials</li> <li>• Demonstrate pest control practices to be followed during storage</li> </ul>

<ul style="list-style-type: none"> <li>Discuss importance of having environmentally safe work place</li> </ul>	
<b>Classroom Aids:</b>	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
<b>Tools, Equipment and Other Requirements</b>	
Shovels, Spades, Crowbars, Iron Baskets, Dung Fork, Buckets, Bamboo Baskets, Trowel, Weighing Scale, Weighing Machine (Platform Type), Gunny Bags, Bag Sealing Machine, Culture Trays (Plastic), Wheel Barrows	

## Module 5: Employability Skills (30 hours)

*Mapped to NOS DGT/VSQ/N0101 v1.0*

**Duration: 30:00**

### Key Learning Outcomes

#### Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

#### Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

#### Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

#### Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

#### Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

#### Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

#### Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

#### Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

#### Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

#### Customer Service Duration: 4 Hours

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

**Getting ready for apprenticeship & Jobs Duration: 2 Hours**

20. Create a biodata
21. Use various sources to search and apply for jobs
22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview
23. Discuss how to search and register for apprenticeship opportunities

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th Class	Science	6	Vermicomposting/Organic Farming	0		Ex-Service-Man including Ex-Paramilitary personnel: Minimum Qualification is 10+2 with an Honourable Discharge/Pension. SSC would consider a relaxation/waiver of sector specific experience on case to case basis.
Diploma	Agriculture/ Horticulture	3	Vermicomposting/Organic Farming	0		
Graduate	Graduate in any stream except Agriculture / Horticulture / Botany / Forestry	4	Vermicomposting/Organic Farming	0		For the school Program minimum qualification of the Trainer should be Graduate (Agriculture / Horticulture / Botany/ Forestry) with minimum 3 years Teaching experience (will be considered industry experience)
Graduate	Agriculture / Horticulture/ Botany /Forestry	1	Vermicomposting/Organic Farming	0		
Post Graduate	Agriculture / Horticulture / Botany/Forestry/ Soil science/ Entomology/Agronomy	0		0		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Vermicompost Producer (Small Unit)" mapped to QP: "AGR/Q1209 v1.0". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v1.0". The minimum accepted score as per MEPSC guidelines is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Agriculture / Horticulture / Botany / Forestry/Soil Science	5	Organic Crop Production/ Agronomy/Horticulture /Plant Protection/Soil health Management	0	NA	
Post-Graduate	Agriculture / Horticulture / Botany/Forestry/ Soil science/ Entomology/Agronomy	2	Organic Crop Production/ Agronomy/Horticulture /Plant Protection/Soil health Management	0	NA	
PhD	Agriculture / Horticulture / Botany/Forestry/ Soil science/ Entomology/Agronomy	1	Organic Crop Production/ Agronomy/Horticulture /Plant Protection/Soil health Management	0	NA	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “Vermicompost Producer (Small Unit)”, mapped to QP: “AGR/Q1209, v1.0”, Minimum accepted score is 80%	Certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2701, v1.0”, with a minimum score of 80%.



## Assessment Strategy

### Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empaneled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva: To assess awareness on processes (Oral and/or written questioning)
3. Practical: To evaluate skills and identify competencies. (Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real-time' internet-based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on the ground through qualified and ToA certified assessors.

An individual must have adequate knowledge and skills to perform a specific task, weightage for different aspects of the assessment is given as follows:

- Multiple Choice Questions: 20%-30%, depending on the specific QP
- Viva: 20%
- Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)
- Assessment will be carried out by certified assessors through empaneled assessment partners. Based on the results of the assessment; ASCI will certify the learners/candidates

### Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at the assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of the Internet.

- Multilingual assessments (ASCI is conducting the assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on the cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle- screen/copy-paste disabled, etc.
- Android-based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual intervention

- Assessment will normally be fixed for a day after the end date of the training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- The room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practice will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple-choice questions, pictorial questions, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on the same day. In case of a greater number of candidates, the number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on the usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling the job situation

The question paper pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

## Assessment Quality Assurance framework

### Assessment Framework and Design:

Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi-dimensional evaluation of candidates covering language, cognitive skills, behavioural traits and domain knowledge.

**Theoretical Knowledge** - Item constructs and types are determined by a theoretical understanding of the testing objectives and published research about the item types and constructs that have shown statistical validity towards measuring the construct. Test item types that have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of the testing objectives of each question and other quality measures.

**Type** – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation-based questions.

**Practical Skills** - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

**Type** – Standardized rubrics for evaluation against a set of tasks in a demo/practical task

**Viva Voce** - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

**Type** – Procedural questions, dos and don'ts, subjective questions to check the understanding of practical tasks.

The assessor has to go through an orientation program organized by the Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC level overview of each QP as applicable. The overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework that will maintain the standardization of the marking scheme.

### Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidence collected by AAs and ASCI are:

- GeoTagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidence (photos and videos) to the assessor one day before the assessment. The list is mentioned below:
  - Signed Attendance sheet
  - Assessor feedback sheet

- Candidate feedback sheet
  - Assessment checklist for assessor
  - Candidate Aadhar/ID card verification
  - Pictures of the classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
  - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, a Technical assistant is popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of the assessment, regular calls and video calls are done.
- On-boarding and training of assessor and proctor is done on a timely basis to ensure that the quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

### **Methods of Validation**

- Morning Check (Pre-Assessment): Backend team of AA calls and confirms assessor/technical SPOC event status. Assessor/Technical SPOC are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- Video Calls: Random video calls are made to the technical SPOC/assessor so as to keep a check on assessment quality and ensure assessment is carried out in a fair and transparent manner
- Aadhar verification of candidates
- Evening Check (Post Assessment): Calls are made to the ground team to ensure the event is over by what time and the documentation is done properly or not.
- TP Calling: To keep a check on malpractices, an independent audit team calls the TP on a recorded line to take confirmation if there was any malpractice activity observed in the assessment on part of the AA/SSC team. If calls are not connected, an email is sent to TP SPOC for taking their confirmation
- Video and Picture Evidence: Backend team collects video and pictures for assessment on a real-time basis and highlights any issue such as students sitting idle/ trainer helping the candidates during the assessment.
- Surprise Visit: Time to time SSC/AA Audit team can visit the assessment location and conduct a surprise audit for the assessment carried out by the ground team.
- Geo Tagging: On the day of the assessment, each technical SPOC is required to login into our internal app which is Geotagged. Any deviation with the centre address needs to be highlighted to the assessment team on a real-time basis.

### **Method for assessment documentation, archiving, and Access:**

- ASCI have a fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks form the basis of the results and encrypted files generated to avoid data manipulation. All responses were captured and stored in the

System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.

- Maker Checker concept: One person prepares the results and another audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All softcopies of documents are received from the on-ground tech team over email. The same is downloaded by our internal backend team and saved in Repository. The repository consists of scheme-wise folders. These scheme-wise folders have two job role-specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in the storeroom.

#### ***Result Review & Recheck Mechanism –***

- Time-stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till the conclusion of the project or scheme)

# References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

Term	Description
AGR	Agriculture
FYM	Farm Yard Manure
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
PwD	People with Disability
PPE	Personal Protective Equipment
QP	Qualifications Pack